



# **ADDENDUM #1**

## **REQUEST FOR BIDS**

### **No. 2020-029**

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**Effective:** June 23, 2020

**Project:** Tree Trimming and Removal Services

**Issued By:** Sean Stevens, Public Works Operations Administrator  
City of Gaithersburg  
Department of Public Works  
800 Rabbitt Road  
Gaithersburg, Maryland 20878

This Addendum is incorporated into and made part of the Request for Bids described above, dated June 5, 2020 ("Solicitation").

The purpose of this Addendum is to publish the questions submitted by Bidders in response to the Solicitation and the City's answers thereto. The City is not responsible for the content of the questions and has provided the most comprehensive answers based on the interpretation of the questions.

**Q1. Current pricing City pays for similar services?**

**A:** In order to get the Current pricing the City Pays, you will need to complete a Public Information Request. The link is below:

<https://www.gaithersburgmd.gov/about-us/public-information-requests>

**Q2. History as to quantity of work load in prior years (thousands of trees a year or 30-60 a year)?**

**A:** \$35,000 is budgeted for FY21 Contract Tree Services.

**Q3. Is work anticipated to be enough to keep crew busy all year round?**

**A:** No.

**Q4. Is there a place the City has to take wood and chips too?**

**A:** No. It will be the contractor's responsibility to haul away and dispose of.

**Q5. In regards to the Tree Trimming work, if identify a tree is in poor shape and should be taken down (versus trimmed), how quickly will the City respond? Quick enough to continue operations so as to not slow the crew down?**

**A:** Same day response normally. Yes, we have staff available Monday – Friday 7am – 3pm.

**Q6. How will the work be managed? Will a list of 30 removals or trims be sent out and have a deadline to complete? Or will it be piece meal?**

**A:** Normally a list is provided and a deadline as well.

**Q7. Can you confirm that a bid bond is not required?**

**A:** Bid Bond is NOT required.

**Q8. Will work be performed under the City's Blanket Tree Permit or will the contractor be required to obtain a blanket tree permit?**

**A:** Yes, the work will be handled under the City of Gaithersburg's Blanket Tree Permit.

**Q9. Will the City obtain tree removal permits from the DNR or will the contractor be expected to obtain the tree removal permit?**

**A:** Yes, the City of Gaithersburg will obtain the permits.

**Q10. Are all trees/stumps accessible with at least a pickup truck?**

**A:** 90% of the time. We may have a couple in wooded areas.

**Q11. Will minor divots in grassy areas from tires require fixing? Is plywood expected when heavy equipment needs to be on grass?**

**A:** We would require that the area not be damaged if dealing with neighborhood trees. We would require matting for heavy equipment unless minimal damage will occur.

**Q12. For stump removal, are we responsible for contacting miss utility beforehand for each stump?**

**A:** Yes, that is contractor's responsibility.

**Q13. Are we responsible for traffic control when necessary?**

**A:** Yes.

**Q14. Must we obtain permits for city trees that are on state roads?**

**A:** No.

**Q15. Will we be expected to complete any emergency work?**

**A:** This contract is for routine maintenance pricing only.

**Q16. Is there a minimum task order amount?**

**A:** No, but we will do our best to group the work so that less mobilizations are required.

**~ END OF ADDENDUM ~**